

Request for copy of Building Permit or Building Order

To obtain a copy of approved Building Permits or Building Orders, please complete this form and submit via:

POST:

City of Melville
Locked Bag 1
BOORAGOON WA 6954

IN PERSON:

City of Melville Civic Centre
10 Almondbury Road
BOORAGOON WA 6154

ONLINE:

[Request for Copies of a Building Permit or Building Order](#)

Request for permit types include	
Building Permit, Demolition Permit, Occupancy Permit, Building Approval Certificates, Building Orders	
Application Fee (s. 129 (2), Building Act 2011)	\$33.00

Property Details		
Lot Number:	Unit Number:	House Number:
Street Address:		
Suburb:		Post Code:

Owner Details	
Name:	
Address:	
Suburb:	Post Code:
Email address:	Phone:

Applicant Details	
Name:	
Address:	
Suburb:	Post Code:
Email address:	Phone:
Signature:	Date:

*** By signing above you are agreeing to the Terms and Conditions listed below.**

Office Use Only		
Application Number	Officer Initials	Date
Receipt Number		
Copies of relevant authorisation documents have been attached if applicable		
<input type="checkbox"/> Identification (mandatory)	<input type="checkbox"/> Authority Form	<input type="checkbox"/> Offer and Acceptance

Terms and Conditions

- Pursuant to Section 129 (2), Building Act 2011, the City may, on application by any person and on payment of the prescribed fee, provide to a person a copy of a building permit, demolition permit, an occupancy permit, a building approval certificate or a building order that is kept in the City's register for those building records.
- This application is not to be used as a request for copies of building plans, technical documents, specifications, or the like, associated with building permit applications and building approvals.
- The cost of the request for a building permit or building order is **non-refundable**.
- Each building permit or building order applied for will require an individual application to be submitted to the City.
- Full payment of the application fee is required upon submission of each application form.
- The process of acquiring a building permit or building order may take up to ten (10) working days.
- Incomplete forms and applications received without the required evidence of applicant identification will be returned.
- Only copies of issued building permits or building orders will be provided.
- All copies of permits, orders or licences will be emailed to the email address provided by the applicant.
- On submitting an application for a copy of a building permit or building order, you acknowledge that the related property owner will be advised of your application and that you are the applicant.

